

# **AGREEMENT**

by and between

**THE WATERTOWN CITY  
SCHOOL DISTRICT  
SUPERINTENDENT OF  
SCHOOLS**

and

**WATERTOWN  
EDUCATION  
ASSOCIATION**

**July 1, 2023 – June 30, 2027**

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**WATERTOWN CITY SCHOOL DISTRICT  
AND  
WATERTOWN EDUCATION ASSOCIATION**

**AGREEMENT**

**JULY 1, 2023 - JUNE 30, 2027**

The Superintendent of the WATERTOWN CITY SCHOOL DISTRICT and the WATERTOWN EDUCATION ASSOCIATION, hereinafter referred to as the W.E.A., as representative of the professional teaching employees, Home/School Coordinators, and school nurses of the School District agree as follows:

**ARTICLE I**

This contract shall become effective upon ratification by both parties and remain in effect until June 30, 2027.

**ARTICLE II  
MODIFICATION**

By mutual consent of the Superintendent of Schools and W.E.A. Board of Directors, the terms of this agreement may be altered.

**ARTICLE III  
PAYROLL DEDUCTIONS**

**A. DUES:**

Dues for W.E.A., its State affiliate and its National affiliate, will be deducted from the wages of bargaining unit members who have authorized the deductions of such dues from their paychecks and shall be transmitted to the W.E.A. within thirty (30) days. The parties also agree to the following conditions:

1. On or before October 1st, the President or Treasurer of the W.E.A. shall file with the District Business Office a certification of the current rate of membership dues of the W.E.A., its State affiliate and its National affiliate. The District agrees to deduct the membership dues in the amount certified from the W.E.A. from member's paychecks.
2. Deductions of the total amount authorized by a particular individual shall be made in fifteen equal installments from the fifteen consecutive payrolls commencing as early as possible in October of the contract year.
3. After every payroll from which deductions are made, the District shall transmit to the Treasurer of the W.E.A. the dues deducted for the particular time period. The District shall provide a list of individuals for whom the deductions have been made and the amount deducted for each to the W.E.A. with the final payment.
4. The District shall deduct from the payroll checks of individual unit members monies for VOTE/COPE. Each member who voluntarily elects to have such a deduction shall sign an appropriate authorization card in triplicate. Funds so collected shall be forwarded to VOTE/COPE by the District.
5. The Association agrees to provide all executed dues authorization cards signed by newly hired employees to the District or by any other employee eligible to join the union and who authorizes the deduction of dues from the employee's paycheck. The District shall have no obligation whatsoever to deduct dues from any employee unless the District has been provided a copy of a signed dues authorization card.
6. The District agrees to abide by the terms and conditions of revocation of a signed dues authorization card consistent with the terms and procedure outlined on the dues authorization card pursuant to the

requirements of New York State Civil Service Law.

**B. TAX SHELTERED ANNUITY**

Arrangements for a tax-sheltered annuity for any employee will be limited to those insurance companies with which the Board of Education to this date has salary reduction agreements or any company which presents an application to the District Business Office containing the signatures of five employees of the School District who wish to enter into a tax sheltered annuity with said company.

**C. DIRECT DEPOSIT**

The District will establish a direct deposit of bargaining unit employee's payroll checks. Direct deposit may commence or changes made only during the first full week of school in September and January.

**ARTICLE IV  
SALARY PROVISIONS**

**A.** For the term of this Agreement, teachers shall be paid pursuant to the schedules attached as Exhibit A. Each eligible employee will move up one step.

**B.** The Salary Schedule Classification is to be determined as in Exhibit A, Page 5.

**C.** Salary Differentials are to be determined as in Exhibit D, pages 1-4.

**D.** For the term of this Agreement, all nurses shall be paid in accordance with the attached schedules in Exhibit D, Page 5.

**E. PAYMENT OF SALARY SCHEDULE:**

The Superintendent of Schools shall prepare a schedule of pay days for the next ensuing school year and shall transmit a copy thereof to each unit member not later than June 1 of the current school year.

**F. PAYMENT OF SALARY:**

Each employee whose regular employment is for ten months of the school year shall have the option of receiving payment of his/her salary in twenty-one payments or twenty-six payments as he/she may elect, subject, however, to the following conditions:

1. Each new employee shall file in writing with the District Business Office such an election prior to the first payroll date on which he/she is to be paid.
2. Any employee failing to file an election as required herein shall be deemed to have elected the twenty-one payment plan.
3. Every election filed with the District Business Office shall continue in effect until revoked in writing; and no change in such election shall be permitted except as of July 1, the beginning of the school year next following.

**G. PAYMENT OF SALARY FOR NEWLY-EMPLOYED TEACHER**

Before receiving any payment of salary, a newly employed teacher is required to:

- Sign the Oath of Allegiance.
- Furnish Social Security number.
- Indicate the number of dependents for withholding.
- Make arrangements for a physical examination.
- Provide evidence of certification.
- Provide complete transcripts for all relevant coursework.

**H. LONGEVITY**

Effective July 1, 2015, any unit member who was on the final step of the salary schedule in the previous school year will receive a \$500 increase to their base salary. Any unit member who remains on the final step of the

salary schedule for a second school year will receive a \$750 increase to their base salary. Finally, any unit member who remains on the final step of the salary schedule for a third school year or more will receive a \$1,000 increase to their base salary.

This is in addition to whatever increases are made to the value of the final step in each subsequent school year. The \$1,000 increases will not count toward increment on the salary schedule.

For example:

- In 2014-2015, a unit member moves from step 29 to step 30 and is paid \$78,000 for this step.
- In 2015-2016, this unit member remains on step 30 and will be paid the value of step 30 (eg. \$78,500) plus \$500.
- In 2016-2017, this unit member remains on step 30 and will be paid the value of step 30 plus \$1,250 (eg. \$79,000 + \$500 + \$750 = \$80,250).
- In 2017-2018, this unit member remains on step 30 and will be paid the value of step 30 plus \$2,250 (eg. \$79,500 + \$500 + \$750 + \$1,000 = \$81,750).
- In 2018-2019, this unit member remains on step 30 and will be paid the value of step 30 plus \$3,250 (eg. \$80,000 + \$500 + \$750 + \$1,000 + \$1,000 = \$83,250).

## **ARTICLE V LEAVE POLICIES**

### **A. SICK LEAVE**

1. Full-time unit members shall be entitled, during the term of this Agreement, to sick leave without loss of salary as follows: Those employed for ten (10) months of the year, sixteen (16) days per school year. The sixteen (16) days will be credited to all members at the start of the school year. However, no member may accrue more than 200 sick days for reimbursement under Article XXVIII 'Retirement Increment.' Any member with more than two hundred (200) days accrued on June 30<sup>th</sup>, will have their sick days reset to two hundred (200).
2. A doctor's certificate or other proof acceptable to the school medical officer may be required for any absence for sickness after five (5) consecutive days of illness. Where a pattern of sick leave usage can be documented, the District shall take such steps as necessary to verify appropriate use of such leave.
3. For the first school year of regular full-time employment, the number of days allotted to a unit member for the above purposes shall be adjusted on the basis of one day for each month of anticipated actual employment in the year.
4. No more than ten (10) days of sick leave may be used in any one year for illness within the family. Additionally sick leave days for serious illness within the family may be granted but only with the Superintendent of Schools' express approval of a staff member's formal written request detailing the reasons.
5. All unit members employed less than fulltime but at least four (4) hours per day and at least five (5) days per week throughout not less than ten (10) months of the school year shall be allowed six (6) full days per year for illness in the family.
6. When a member of a bargaining unit is absent for three (3) or more consecutive days for family illness, the District may request a doctor's certificate certifying as to the person who is ill and the nature of the illness.
7. Definition of "Family" as in "Family Illness":  
  
"Mother, father, son, daughter, brother, sister, spouse, mother-in-law, father-in-law, grandchild, grandparent, son-in-law, daughter-in-law, relative or other significant person living in the household. In cases of persons other than above, the teacher shall submit to the Superintendent of Schools and his/her immediate supervisor written justification for closeness of relationship(s) and need in the particular

situation. This shall be submitted as soon as practicable. The WEA President shall be informed of any request for use of family illness leave for a person outside the above definition made to the Superintendent. The WEA President will then be informed of the Superintendent's decision.

8. Sick Leave Sellback

- a. Beginning July 1, 2020, unit members shall have the option to sell back to the District a portion of their remaining annual allotment of sick days at the member's then existing daily rate of pay from the immediately preceding school year. The member can sell back a maximum of five (5) sick days a year based upon the employee's total number of personal sick leave days accrued just prior to the roll-over of the member's remaining annual allotment of sick days according to the schedule and rules articulated below. At the end of each school year, the number of days of remaining sick leave that a member may have accumulated is what shall be used to calculate a member's entitlement to sell back sick days.

b.

<b>Accumulated Personal Sick Leave Days</b>	<b>Number of sick Days to Sell Back</b>
40-80	2
81-120	3
121-160	4
161 or more	5

- c. To sell back sick days, the member must notify the District by June 30<sup>th</sup> by letter in the year following the school year in which the member met the following qualifications to be eligible to sell back sick days. The ability to sell back sick days is subject to the following conditions:
  - i. The Member must be a member of the sick bank or the family emergency bank for the year in which the member met the qualifications to be eligible to sell back sick days;
  - ii. The Member must have used no more than five (5) sick days;
  - iii. The Member must not have been on any leave of absence approved by the Board of Education;
  - iv. The Member must not have missed any work days for no pay; and
  - v. Proper use under the contract of sick days below the established threshold will not affect the ability to sell back sick days.
- d. The school year will be July 1-June 30. Assuming the unit member submits a proper request to sell back sick days by the established deadline, the District will include payment for the appropriate number of sold back sick days upon the member's request. Payment of sick days shall be considered an earned stipend, not regular salary, and the payment will be made as an additional pay item in a contribution to the member's 403(b) account at the member's election, with the payment being made before the end of the calendar year (December 31<sup>st</sup>).

**B. BEREAVEMENT**

- 1. All unit members regularly employed at least four hours per day and at least five days per week throughout not less than ten months of the year are entitled to five (5) full days for each death in the immediate family - household, blood, or marriage relationship.
- 2. Definition of "Family" as in "Death in the Family":  

"Mother, father, son, daughter, brother, sister, grandmother, grandfather, spouse, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, son-in-law, daughter-in-law, aunt, uncle, relative or other significant person living in the household.

In cases of persons other than above, the unit member shall submit to the Superintendent of Schools written justification as to the closeness of relationship(s). In these instances, it is understood that there is

no requirement to grant five (5) days of leave and that the District will consider other persons on a case-by-case basis. Furthermore, the District reserves the right to limit leave time to the day of the funeral only.

**C. NECESSARY BUSINESS DAYS**

1. Necessary business days are granted at the rate of three (3) per year and may accumulate to a maximum of five.
2. Upon retirement, all unused necessary business days will be credited as sick leave days, not to exceed the maximum accumulated sick leave days.
3. If at the beginning of a school year the additional three (3) days granted would exceed the five which is the most which may be accumulated, the excess will be credited annually to the sick leave accumulation.
4. If the employee has accumulated three (3) or more necessary business days, up to three necessary days may be used in one year without approval and without reasons being given, it being understood that they are not to be used for recreation or for vacation, or before or after a holiday or recess.
5. If the employee wishes to use one (1) necessary business day to extend a vacation or for recreational purposes, the employee shall expend two (2) necessary business days to do so. This provision can only be used once per school year and cannot be used in combination with sick leave.

Requests for necessary business days for over three in a year will be sent to the Superintendent of Schools with an explanation of the reason for which they will be used. Types of reasons for the Superintendent's approval will be granted for the use of these days included, but not limited to, the following: illness or death of someone not in the family, attendance at ceremonies involving members of the family, legal consultations, court appearances, house closings, etc. The definition of "family" should be defined under family illness.

**D. HOURLY LEAVE USAGE FOR NURSING STAFF:**

Where the services of our Registered Nurses can be reallocated in order to allow for the usage of accrued leave in hourly increments, the District agrees to allow the nursing staff to charge leave accruals on an hourly basis. Leave usage must continue to be requested and use of leave in this manner is at the sole discretion of the Building Administrator and in instance where adequate coverage cannot be provided, leave usage in this manner will not be allowed.

**ARTICLE VI  
OBTAINING SUBSTITUTE TEACHERS**

- A. Whenever possible, substitute teachers and nurses will be provided for in the absence of all teachers and nurses.
- B. Reasonable effort will be made to provide a substitute certified in the same subject area as the absent teacher, and if no substitute is available, reasonable effort will be made to obtain a substitute who is certified to teach, although not necessarily in the same subject area as the absent teacher.
- C. Building-level administrators will continue to equitably assign teachers to substitute for others as much as reasonably possible.

**ARTICLE VII  
TEACHER ASSISTANTS**

Increased use of teacher assistants to assist and relieve full-time classroom teachers to the extent permitted by law, is recognized as an objective towards which the Superintendent of Schools and the W.E.A. should strive. The Superintendent of Schools and the W.E.A. will evaluate the appropriate use of teacher assistants.

**ARTICLE VIII**

The Superintendent of Schools will notify the W.E.A. President in writing before final implementation of any changes in the



planning, development and changes in the curriculum, in the educational process, in reporting student progress and in matters broadly designated as educational programs.

Before the Board of Education acts to abolish a position(s) belonging to the W.E.A. Bargaining Unit, the President of the W.E.A. will be notified, in writing by the Superintendent of Schools, of the position(s) under consideration.

Notification under this Article will be given in sufficient time for study and response from the W.E.A. Such response from the W.E.A. will be given to the Superintendent of Schools in writing within two (2) calendar weeks (14 days) from receipt of the Superintendent's notification under this Article to the W.E.A. President.

The assignment of bargaining unit members by the District does not require notification under this Article.

#### **ARTICLE IX CLASS PREPARATION**

Elementary teachers shall receive a minimum of the equivalent of one period (consecutive minutes) of unassigned time, exclusive of lunch, during each school day and the District agrees to make every attempt to provide equitable planning time K-12. Secondary teachers shall receive a minimum of one period of unassigned time, exclusive of lunch, during each school day.

#### **ARTICLE X PRESIDENT'S RELEASED TIME**

Prior to the start of the school year, the Superintendent and the President of the Watertown Education Association shall meet and mutually agree upon 90 minutes per week for the President of the Watertown Education Association to use for union activities. These minutes shall be during the school day and separate from his/her personal planning period.

#### **ARTICLE XI CLASS SIZE**

The Superintendent of Schools and W.E.A. recognize that the number of pupils for whom an individual teacher is responsible is an important factor in an effective educational program. Within reasonable financial limits, the District will endeavor to provide facilities and personnel sufficient to ensure the maintenance of optimum class size and teacher load. If a class size (excluding special areas) reaches 25 students in a K-2 classroom or 28 students in a 3-12 classroom, the building administration and superintendent of schools will evaluate the situation and seek potential remedies.

#### **ARTICLE XII HEALTH INSURANCE**

- A. The employees in the bargaining unit may apply for health insurance coverage with benefits as provided by the Jefferson-Lewis Healthcare et. al. School Employees Healthcare Plan. Effective July 1, 2009, the District shall contribute 89% of the premium cost for the coverage selected by the employee. The employee shall contribute 11% of the premium cost for the coverage selected.

Effective July 1, 2012, the District shall contribute 88% of the premium cost for the coverage selected by the employee. The employee shall contribute 12% of the premium cost for the coverage selected by the employee.

Effective July 1, 2013, the District shall contribute 87% of the premium cost for the coverage selected by the employee. The employee shall contribute 13% of the premium cost for the coverage selected by the employee.

Effective July 1, 2017, the District shall contribute 86% of the premium cost for the coverage selected by the employee. The employee shall contribute 14% of the premium cost for the coverage selected by the employee.

Effective July 1, 2018, the District shall contribute 85% of the premium cost for the coverage selected by the employee. The employee shall contribute 15% of the premium cost for the coverage selected by the employee.

- B. The District may change health insurance carriers, provided that the coverage for members of the bargaining unit is comparable and/or improved.
- C. At least 60 days prior to the date on which the District makes a commitment to a new carrier, the Association will be informed that such decision is being considered. The District will, upon request, share with the Association

any and all information regarding the new carrier and its plan.

D. Effective July 1, 1998, the District will implement a full IRS 125 cafeteria plan, in accordance with IRS regulations, for employee deductions including, but not limited to, health insurance premiums, unreimbursed medical expenses (including dental, vision, and hearing) and dependent care expenses.

E. Health Insurance coverage upon retirement:

1. Employees hired after July 1, 2006, will be eligible to continue health insurance coverage in retirement provided they have met the following requirements:

- A. are employed by the Watertown City School District at the time of retirement and are enrolled in the health plan at the time of retirement;
- B. provide proof of retirement and otherwise meet the definition of retirement as specified by the NYS Teacher's Retirement System or the NYS Employees Retirement System;
- C. meet the minimum service requirements with the Watertown City School District as listed in the following schedule:

Years of Service in District	Employee Premium Contribution	District Premium Contribution
5 – 9	75 %	25 %
10 – 19	50 %	50 %
20 – 24	25 %	75 %
25 +	½ contribution rate for active employees at the time of retirement	remainder of premium

2. Employees hired prior to July 1, 2006, will be eligible to continue health insurance coverage in retirement provided they have met the following requirements:

- A. are employed by the Watertown City School District at the time of retirement and are enrolled in the health plan at the time of retirement;
- B. provide proof of retirement and otherwise meet the definition of retirement as specified by the NYS Teacher's Retirement System or the NYS Employees Retirement System;
- C. meet the minimum service requirement of 5 years of service with the Watertown City School District.

The District will contribute 100% of the premium for employees hired prior to July 1, 2006, and who retired prior to July 1, 2012. For employees hired prior to July 1, 2006, and who retire on or after July 1, 2012, and have ten (10) years or more of service with the District, the employee contribution toward the premium shall be equivalent to one half (1/2) of the contribution rate for active employees at the time of retirement.

F. A health insurance buyout for members not taking District offered health insurance will be paid at 12% of the actual cost of a single member policy. This payment will be made to any bargaining unit member by August 1st of the year the bargaining unit member did not use District offered health insurance. The bargaining unit member must submit their request by the end of the year on the appropriate District form. In order to receive the buyout, the person also cannot be on a spouse's plan with the District. This provision will expire at the end of the negotiated time frame of the contract.

**ARTICLE XIII  
JOB SECURITY**

Whenever reduction in enrollment, financial requirements, or reorganization requires elimination of a position or reduction in force, the District will first seek to make the adjustment through attrition within the affected teaching field or fields.

In the event any reduction is contemplated which might result in a layoff, the Superintendent of Schools will consult the W.E.A. President and provide a reasonable time for the Association to make suggestions concerning the proposed reduction prior to a final recommendation by the Superintendent of Schools to the Board of Education.

Nothing in this provision alters in any way existing statutes related to tenure or seniority.

**ARTICLE XIV  
ASSOCIATION DAYS**

The District will provide the W.E.A. with Association Days as outlined below. These days may be used by the Association President and/or his/her designee.

- A. Fifteen (15) Association Days of released time with pay shall be available for use by the Association at the request of the President provided that a week's notice is given whenever possible and at least a minimum 48 hour notice.
- B. Additional days shall be available upon the request to and approval of the Superintendent of Schools. Such request shall be submitted one week in advance whenever possible and in no case with less than 48 hours notice. The Association agrees to reimburse the District within 60 days for the full cost of substitutes. All costs must be paid in full by June 24 of any school year.
- C. The District agrees that it will comply with its obligations under Civil Service Law §208 as amended on April 12, 2018. Those obligations include the following:
  - a. On the first Wednesday of every calendar month, the District's payroll office will provide to the bargaining unit President and Vice President a list of all new employees eligible for membership in the bargaining unit who are:
    - i. Newly hired or reemployed; and/or
    - ii. An employee recently promoted or transferred into a position represented by the bargaining unit where such employee was not previously in a position represented by the bargaining unit.
    - iii. The definitions of hired, reemployed, recently promoted, or transferred shall apply to all the terms of this Section.
  - b. The list provided by the District to the bargaining unit shall contain at minimum the employee's name, address, job title, employing agency, department or other operating unit, work location, salary, salary step, column on the salary schedule, and if approved or disapproved for post-graduate hours/Master's degrees.
  - c. Union Meetings Under Taylor Law: New Employee Orientation Prior to the Start of School year
    - i. As part of New Employee Orientation that takes place outside of a regular workday and/or prior to the start of the school year, the District will provide a (1) hour block of time for new, reemployed, promoted, or transferred employees as identified above to meet with the representative(s) of the bargaining unit.
  - d. Union Meetings Under Taylor Law: Monthly New Employee Meetings
    - i. Once a month on a schedule agreed to by the Parties, new, reemployed, promoted, or transferred employees will be permitted a reasonable amount of time without charge to such employee's leave credits to meet with a union representative designated by the bargaining unit. The Parties agree that the agreed to meeting is one (1) group meeting per month for all new, reemployed, promoted, or transferred employees identified above as hired in the previous month to meet with a designated union representative.
    - ii. The District and bargaining unit agree that such meeting time shall be at least 30 minutes, but on a case by case may be longer as agreed to by the District and the bargaining unit.
    - iii. Where the designated union representative must travel to a different building to meet with the new employees, the representative shall be granted additional time as necessary for accommodating roundtrip travel time.
    - iv. Arrangements for the monthly meeting must be scheduled in consultation with the Superintendent or her/his designee. The union representative may use either time under Association Business Days or the representative's own necessary business leave time for such meeting.
    - v. On the first Superintendent's day of the new school year, the Association shall have a forty-five (45) minute block of time at the end of the district-wide meeting to meet with its membership. The

District will note the Association meeting time on any agenda for the Superintendent's conference day.

## **ARTICLE XV EVALUATION**

- A. Formal observation of probationary teachers shall be made at least three times during the first year of employment. Thereafter, probationary teachers shall be formally observed at least twice each year. At least one formal observation per year shall take place before Christmas recess. Formal observation shall include the following:
  - 1. An observation visitation of a teacher on duty of not less than 30 minutes duration;
  - 2. The completion of the District approved observation form;
  - 3. A follow-up conference between the teacher and the observer.
- B. At the beginning of each year, each teacher shall receive a copy of the observation forms to be used during the year.
- C. Probationary teachers may request that an experienced teacher be assigned to assist the probationary teacher. Such experienced teacher should be in the same grade level or subject area with the school.
- D. Prior to completion of the Principal's final evaluation report, the Principal shall offer the teacher assigned under (C) above, if any, the opportunity to provide further information on the performance of the teacher being evaluated.
- E. School nurses will continue to be evaluated on applicable District evaluation forms.
- G. In order to provide state-required APPR for unit members not currently covered, it is agreed that:
  - 1. A committee comprised of equal representation from the WEA and WCSD administration shall be created no later than September 30, 2023 for the purpose of examining the required evaluation of those members not covered by APPR under 3012-d. These members include: school counselors; psychologists; library media specialists; occupational therapists; physical therapists; home school coordinators; speech therapists, social workers; and registered nurses.
  - 2. The committee shall have at least four (4) members. Equal numbers will be chosen by the president of WEA and the Superintendent of WCSD.
  - 3. The committee shall come to a consensus regarding the applicable process to be followed in conducting APPR for this group and the appropriate forms to be utilized.
  - 4. The committee shall provide a written recommendation to the Superintendent and the President of the WEA by May 30, 2024.
  - 5. The Superintendent and the President of the WEA shall reduce the recommendations to a mutually agreeable Memorandum of Agreement by June 30, 2024.

## **ARTICLE XVI GRIEVANCE PROCEDURE**

### **SECTION I: DECLARATION OF PURPOSE**

Whereas the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its staff is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to the alleged grievances through procedures under which unit members represented by the Watertown Education Association may present grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the Board and its staff are afforded adequate opportunity to dispose of

their differences.

**SECTION II: DEFINITIONS**

- A. A GRIEVANCE is any alleged violation of this Agreement, or any dispute with respect to its meaning or application.
- B. AGGRIEVED PARTY shall mean any party to the contract and any person(s) in the negotiating unit filing a grievance.
- C. HEARING OFFICER shall mean any individual or board charged with the duty of rendering decisions at any stage of grievances hereunder.
- D. DAY shall mean calendar days.

**SECTION III: PROCEDURES**

- A. Except at Section V, Stage 1A, all grievances shall be in writing and include:
  - 1. the name of the aggrieved party;
  - 2. the nature of the grievance including a specific statement of:
    - a. the contract clause allegedly violated;
    - b. the date, time, and place the event giving rise to the grievance took place;
    - c. the identity of any person(s) causing the event being grieved;
    - d. the names of any witnesses to the event known to the grievant;
    - e. copies of any material, relevant documents, and records in possession of the grievant concerning the alleged grievance.
  - 3. nature of redress sought. Except at Stage 1A, all decisions shall be in writing and shall set forth findings of fact and conclusions of the applicable law, policy, or contractual provision.
- B. At Stages 1, 2 and 3 the grievant is entitled to representation of his/her own choosing. Except as otherwise provided in Stage 1, the aggrieved party shall have the right at all stages of a grievance to confront and cross examine all witnesses called against him/her, to testify and call witnesses on his/her own behalf, and to be furnished with a copy of any minutes of the proceedings which may be at each and every stage of this grievance procedure upon payment of a reasonable pro rata charge therefore, if requested.
- C. The Association may file a grievance at Stage 2 of the grievance procedure only if the cause of the alleged grievance is directly related to an action taken by the Superintendent of Schools or the Board of Education.
- D. In the preparation and processing of grievances, every effort will be made to avoid interference with classroom activity.
- E. The Board and the Association agree to make available any and all materials and relevant documents and records concerning the alleged grievance, and legal process shall be available to enforce disclosure and discovery after due notice.
- F. No interference, coercion, restraint, discrimination, or reprisal of any kind will be taken by the Board, the Administration, or the Association or its members against the aggrieved party, any representative, any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.
- G. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

- H. In the event that any grievance is adjusted at Stage 1A, such adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.
- I. The Superintendent of Schools shall be responsible for accumulating and maintaining an official grievances record which shall consist of the written grievances, all exhibits, transcripts, communications, minutes and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than at the Informal Stage 1A and all written decisions with findings of fact and conclusion of law at all Stages. Official minutes will be kept by the hearing officer or his designee for all proceedings at Stages 2, 3, and 4. A copy of such minutes will be made available to all parties within five (5) days after the conclusion of hearings or the receipt of any verbatim transcript, whichever is later. At Stages 2, 3, and 4 the parties will advise the hearing officer of any errors in said minutes within five (5) days of receipt. Any claim of error in the minutes shall become a part of the Grievance Record and the hearing officer shall indicate the determination made respecting such claimed error. The Official Grievance Record shall be available for inspection and copying by all parties. Any party wishing a verbatim transcript of Stages 2, 3, and 4 shall arrange for the services of a certified stenographic reporter. Any other party may have a copy of the transcript upon tender of the reasonable pro-rata share of the cost of the transcript.
- J. The existence of the procedure hereby established shall not be deemed to require any unit member to pursue the remedies here provided and shall not impair or limit the right of any teacher to pursue any other remedies available in any other form. Excepting, however, that if this grievance procedure is followed to or beyond Stage 4, that grievant and his/her representative waive any other redress, appeal, or adjudication provided in equity or law for exactly the same grievance.
- K. In addition to the grievance procedure set forth, the President of the Association can receive from legal counsel to the Board an interpretation of terms of this contract in an actual or potential dispute upon the request and the filing of a statement of facts. The identity of the unit member(s) involved, at the discretion of the President, need not be disclosed. The time in which an individual might otherwise initiate a grievance will be enlarged by the time spent by Board's counsel in rendering an opinion.

**SECTION IV: TIME LIMITS**

Since it is important to good relations that grievances be processed as rapidly as possible, every reasonable effort will be made by all parties to expedite the process. No written grievance will be entertained as described below and such grievance will be deemed waived unless a written grievance is forwarded within thirty (30) days after the unit member knew or should have known of the act or condition on which the grievance is based.

The time limits specified for either party may be extended only by mutual written agreement. A defense of untimely filing shall not be considered waived by any attempts to adjust the situation giving rise to the grievance or to forestall similar incidents.

**SECTION V: STAGES OF GRIEVANCE**

Stage 1: Informal

- A. A unit member having a grievance shall discuss it with his/her building principal, or in the absence of a building principal, the principal's supervisor, in an effort to resolve the matter informally. The principal may confer with parties in interest but, in arriving at his/her decision, will not consider any material or statements offered by or on behalf of any such party in interest with whom consultation has been had without the aggrieved party or his/her representative present.
- B. If the grievance is not resolved informally, the grievant shall reduce his/her grievance to writing and present it to the principal and the Association President within three (3) days of the principal's decision. No more than two (2) days after the written grievance is presented to him/her the principal will, without any further consultation with the aggrieved party or any party in interest, render a decision in writing and transmit it to the unit member and the Association President.

Stage 2: Superintendent of Schools

- A. If the unit member initiating the grievance and/or the Association are not satisfied with the written decision at the conclusion of Stage 1, a written appeal of the decision may be filed by the teacher or the Association with the Superintendent of Schools within ten (10) days after the teacher has received such

written decision.

- B. Within five (5) days after receipt of the appeal the Superintendent of Schools, or his duly authorized representative, shall schedule a hearing with the grievant, his/her representative, and all other parties in interest. This hearing must be held at a mutually acceptable time within seven (7) days of the Superintendent's receipt of the appeal.
- C. The Superintendent of Schools shall render a decision in writing to the unit member and the Association President within ten (10) days after the conclusion of the hearing.

**Stage 3: Board of Education**

- A. If the unit member and/or the Association are not satisfied with the decision at Stage 2, an appeal may be filed in writing with the Board of Education within ten (10) days after receiving the decision at Stage 2.
- B. Within fifteen (15) days after receipt of an appeal the Board of Education or a committee thereof shall hold a hearing with the grievant, his/her representative, and all parties in interest on the grievance.
- C. Within ten (10) days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, on the grievance. Such decision shall be promptly transmitted to the grievant and the Association President.
- D. Notwithstanding anything set forth above, the Board of Education, or the committees thereof, shall not be required to meet more often than ten (10) day intervals to process multiple simultaneous grievances.

**Stage 4: Arbitration**

- A. If after the appeal to the Board of Education, the unit member and/or Association are not satisfied with the decision at Stage 3 and the Association determines that the grievance is meritorious, it may submit the grievance to binding arbitration by written notice to the Board of Education within fifteen (15) school days of the decision at Stage 3.
- B. Within five (5) school days after such written notice of submission to arbitration, the Board of Education and the Association will agree upon a mutually acceptable arbitrator competent in the area of grievance, and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the five (5) days, a request for a list of arbitrators will be made to the American Arbitration Association in the selection of an arbitrator.
- C. The selected arbitrator will hear the matter promptly and will issue his/her decision not later than fourteen (14) calendar days from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proof are submitted to him/her. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues.
- D. The arbitrator shall have no power or authority to make any recommendation which requires the commission of an act prohibited by law or which violates the terms of this Agreement.
- E. The decision of the arbitrator shall be final and binding upon all parties.
- F. The costs for the services of the arbitrator will be borne equally by the Board of Education and the Association.

**ARTICLE XVII  
EQUALITY OF OPPORTUNITY**

The parties of this contract warrant that there shall be no discrimination in selection, promotion, assignment, recognition, compensation, term and conditions of employment, lay-off, instruction or training opportunities for members, or potential members, of the bargaining unit on account of an individual's sex.

This applies to positions within the Watertown Education Association and the Board.

**ARTICLE XVIII**

## COLLEGE CREDIT

### SECTION A - "COLLEGE CREDIT FOR ADVANCEMENT"

The provisions of this Article are not applicable to school nurses.

The criteria for determining college courses for which a teacher will be given credit towards advancement on the salary schedule shall be as follows:

1. All such courses shall be taken following the earning of the New York State Provisional Certificate.
2. Courses must be taken at the graduate level.
3. Courses must be taken: a) toward permanent certification or b) that meet priority needs within the local school system or offer the potential for meaningful improvement of the teacher's ability to perform his/her duties. Such courses shall be considered in light of a teacher's evaluations, teaching assignment and experience.
4. Courses must be submitted in advance to the Superintendent (the teacher should send a copy to the W.E.A.) for his/her approval as meeting the criteria in paragraph 3 above. Wherever possible, such requests will be made at least 20 days in advance of commencement of the course. If 20 days notice is not possible, the teacher shall make the request for approval as early as possible. In all cases, requests for approval must be forwarded in advance of commencement of the course to the office of the appropriate Assistant Superintendent of Schools on forms provided by the Board of Education.
5. The application form for course approval will provide for three options.
  - a) Approved.
  - b) Disapproved.
  - c) Additional Supportive Information Required.
6. When a teacher specifically asks for "expedited treatment" for course approval, the District shall respond as quickly as possible and certainly within five (5) days of receipt of the request except in extenuating circumstances in which case a response shall be forthcoming as soon as possible.
7. If the request to the Superintendent is denied, a copy of the denial will be returned to the Association along with a copy to the teacher. If the teacher believes the course does meet either of the criteria specified in "3", the teacher may appeal the decision to a review board consisting of the Superintendent of Schools or his/her designee, the President of the Board of Education or his/her designee, the President and Vice President of the Watertown Education Association and a mutually acceptable fifth party. This request for review must be made within ten (10) calendar days after notice of denial by the Superintendent and it must be made to the President of the Board of Education. The review committee shall meet within ten (10) days to determine whether the course meets the criteria specified in "3" and, if the course is not approved, the review board shall give written reasons for its disapproval within ten (10) calendar days of holding the review.
8. To receive credit for an approved course, the teacher shall notify the Human Resources Department within fifteen (15) school days of receiving such official notification.
9. Unless all provisions are complied with, no credit will be provided retroactively. When the provisions are complied with, then salary schedule credit will be effective at the start of the next school year after the teacher has completed the course.
10. Prominent notification of the teacher's responsibility will be printed on the application and approval form.
11. In no instance will reimbursement for credit earned after July 1, 1973, be paid unless it is six (6) hours or more, or unless the credit when combined with previously accumulated credit equal a 15- hour block.
12. For required and approved graduate courses taken after September 1, 2004, and completed during the school year with all verifying paperwork submitted no later than January 31st, payment for that course



work will start at the commencement of the first pay period in March.

For required and approved graduate courses taken after September 1, 2004, and completed during the school year with all verifying paperwork submitted no later than September 1st, payment for that course work will start at the commencement of the first pay period in October.

#### SECTION B - "SALARY SCHEDULE PLACEMENT"

1. Each new hire who is eligible for placement on the salary schedules included as Exhibit A shall be placed on the schedule in accordance with the following.
2. Newly hired employees shall be placed on the most advanced column on the schedule for which the employee has met the following requirements:
  - a. Column D: at least 15 hours of graduate level coursework beyond a Bachelor's Degree that is relevant to the employee's assignment or certification(s).
  - b. Column E: at least 30 hours of graduate level coursework beyond a Bachelor's Degree that is relevant to the employee's assignment or certification(s).
  - c. Column F: a completed Master's Degree relevant to the employee's assignment or certification(s).
  - d. Column G: at least 15 hours of graduate level coursework beyond the Master's graduate level that is relevant to the employee's assignment or certification(s).
  - e. Column H: at least 30 hours of graduate level coursework beyond the Master's graduate level that is relevant to the employee's assignment or certification(s).
  - f. Column I: at least 45 hours of graduate level coursework beyond the Master's graduate level that is relevant to the employee's assignment or certification(s).
  - g. Column J: at least 60 hours of graduate level coursework beyond the Master's graduate level that is relevant to the employee's assignment or certification(s).
3. "Coursework beyond the Master's Degree graduate level" shall not include an approved preparation program for school administrators or coursework in an accredited doctoral program.
4. Receipt of a Master's Degree shall qualify for placement at column F, regardless of the number of credit hours taken in order to achieve the Master's Degree. Employees shall not advance to additional columns on the salary schedule in the event that more than thirty credit hours were required to achieve a Master's Degree.
5. "Relevant to the employee's assignment" means closely connected to, or appropriate for, the instruction being provided by the employee. For purposes of column placement on the salary schedule regardless of the employee's assignment/certification, the new hire eligible for column placement shall be credited for post-Bachelor's Degree coursework in the following subjects: English Language Arts; Reading; Mathematics; Social Studies; Science; Education; or Special Education. Coursework must:
  - a. Have been completed through an accredited university as designated by the United States Department of Education; or
  - b. Be recognized and approved by the New York State Education Department relevant to teacher certification.
6. For purposes of placement on the columns of the salary schedule, the employee shall not receive credit for clinical coursework or degrees beyond or fundamentally different from those required for the teacher's assignment. The District, in its sole discretion, shall determine whether clinical coursework or degrees are deemed fundamentally different from what is required for the teacher's assignment for placement on the columns of the salary schedule.

**ARTICLE XIX  
LEAVE BANKS**

**A. SICK LEAVE BANK**

The sole purpose of the Sick Leave Bank is to provide additional sick leave to bank members who have exhausted their own sick leave and have suffered an unplanned and prolonged illness or injury that is not covered by Workers' Compensation (effective 12/26/89). The Sick Leave Bank will be administered according to the guidelines below. Recommendation for changes and/or interpretation will be made by the Sick Leave Bank Committee subject to the approval of the Superintendent of Schools.

1. All employees represented by the W.E.A. and employed by the Board of Education are eligible for membership.
2. Application for membership must be made in writing and to the Director of Personnel for returning employees on or before June 30th, and on or before the end of the first full week of school for new employees; otherwise, membership will be delayed until the following school year.
3. Upon entrance into the Sick Leave Bank, a member will donate one day from his/her personal sick leave accumulation. No further donations will be necessary until the number of days in the bank is depleted to six hundred (600) or less days. In any given year should the bank fall below six hundred (600) days, all members will donate one day from his/her personal sick leave accumulation.
4. Days contributed to the Sick Leave Bank are non-refundable.
5. Persons wishing to terminate membership in the Sick Leave Bank must notify the Superintendent of Schools in writing. Termination of membership must be accomplished between July 1 and September 1 of any given year.
6. Before a member can draw on the Sick Leave Bank all of his/her personal sick leave must have been exhausted.
7. After a member has exhausted his/her personal sick leave, a waiting period of from five (5) to ten (10) working days will occur before drawing days from the bank. The minimum waiting period shall be determined by a unit member's accumulated personal sick leave. If at the commencement of the disability which results in a request for days from the Sick Leave Bank, a teacher has twenty (20) or more days in his or her sick leave account the minimum waiting period will apply. A teacher having less than 20 days will have a waiting period determined in inverse ratio to the number of days in his/her personal sick leave account. The Sick Leave Bank Committee may waive the waiting period in certain circumstances, based on a unanimous vote of the Committee to waive the waiting period.
8. Benefits can be granted only for personal illness.
9. Benefits received from the bank will not have to be repaid.
10. Maximum benefits for any one individual shall not exceed:

	<u>WORK DAYS</u>
0 - 5 years of service in the District	20
6 - 10 years of service in the District	40
11+ years of service in the District	60

Benefits will be granted only as long as computed days remain available in the bank.

11. Benefits will apply to only days on which the member would have normally worked.
12. Daily benefits will be calculated by dividing the member's annual salary by 200.
13. Applications for benefits submitted to the Director of Personnel must be accompanied by a detailed doctor's statement including such things as a completed diagnosis, expected duration, physical limitations, etc. A copy of the application should be sent to the W.E.A. when it is submitted. The

recommendation of the Committee and the decision of the Superintendent of Schools shall be sent to the Association.

14. Benefits may be drawn from the bank by any one member only once in a given fiscal year. In an unusual circumstance, a member of the bank may draw from the bank a second time during a fiscal year by unanimous consent of the Committee. Under no circumstances will an employee be allowed to exceed the number of days allowed under paragraph 10 above.

15. All applications for benefits will be reviewed by the Sick Leave Bank Committee composed of the following, before forwarding them to the Superintendent of Schools for approval:

2 members of the Central Office Administrators  
2 members of W.E.A.

16. The Superintendent of Schools may require a member requesting and/or receiving benefits, to submit to a physical examination by a doctor of the District's choice.

**B. FAMILY EMERGENCY BANK**

The sole purpose of the Family Emergency Bank is to provide additional family leave to bank members who have exhausted their own family sick leave days and whose family member has suffered an unplanned and prolonged illness or injury.

1. All employees represented by the W.E.A. and employed by the Board of Education are eligible for membership.
2. Application for membership must be made in writing to the Assistant Superintendent of Personnel and Student Services for returning employees on or before June 30<sup>th</sup>, and on or before the end of the first full week of school for new employees; otherwise, membership will be delayed until the following school year.
3. Upon entrance into the Family Emergency Bank, a member will donate one day from his/her personal sick leave accumulation. No further donations will be necessary until the number of days in the bank is depleted to two hundred (200) or less days. In any given year should the bank fall below two hundred (200) days, all members will donate one day from his/her personal sick leave accumulation.
4. Days contributed to the Family Emergency Bank are non-refundable.
5. Persons wishing to terminate membership in the Family Emergency Bank must notify the Superintendent of Schools in writing. Termination of membership must be accomplished between July 1 and September 1 of any given year.
6. Any bank member can draw on the Family Emergency Bank after the ten (10) days of eligible family sick leave have been exhausted in any one year.
7. Benefits will be granted for unplanned and prolonged illness or injury to a parent or child. Benefits will also be granted for unplanned and prolonged illness or injury to any other person living in the household of the bank member.
8. Benefits received from the bank will not have to be repaid.
9. Maximum benefits for any one individual shall not exceed:

	<u>WORK DAYS</u>
0-5 years of service in the District	20
6-10 years of service in the District	40
11+ years of service in the District	60

Benefits will be granted only as long as computed days remain available in the bank.

10. Benefits will apply to only days on which the member would have normally worked.

11. Daily benefits will be calculated by dividing the member's annual salary by 200.
12. Applications for benefits submitted to the Assistant Superintendent of Personnel and Student Services must be accompanied by a detailed doctor's statement including such things as a completed diagnosis, expected duration, physical limitations, etc. A copy of the application should be sent to the W.E.A. when it is submitted. The recommendation of the Committee and the decision of the Superintendent of Schools shall be sent to the Association.
13. Benefits may be drawn from the bank by any one member only once in a given fiscal year. In an unusual circumstance, a member of the bank may draw from the bank a second time during a fiscal year by unanimous consent of the Committee. Under no circumstances will an employee be allowed to exceed the number of days allowed under paragraph 9 above.
14. All applications for benefits will be reviewed by the Family Emergency Bank Committee composed of the following, before forwarding them to the Superintendent of Schools for approval:
  - 2 members of the Central Office Administration
  - 2 members of W.E.A.

**ARTICLE XX  
ATTENDANCE AT DISTRICT MEETINGS**

- A. Except under circumstances considered by the Superintendent of Schools to constitute an emergency, advance notice of at least one week shall be given for all meetings at which attendance of all unit members is expected. Such notice shall include a statement of the purpose of the meeting or a brief agenda of the matters to be considered.
- B. Staff meetings called by a building principal shall be on advance notice of at least two days, provided, however, that at least one week's notice shall be given whenever possible.
- C. Meetings at which attendance is required shall not be scheduled on the afternoon or evening of the last day of school immediately preceding a school vacation except upon mutual consent of all staff involved.

**ARTICLE XXI  
PROFESSIONAL DEVELOPMENT CONFERENCE**

The Association shall be allotted one-half day per year for a conference, workshop, or other professional growth activity for the professional staff. Request for a date for such half-day program shall be submitted to the Superintendent of Schools at least 30 days in advance, along with an outline of the plan and program for the use of the half-day. Approval of the proposed program as to its professional growth potential, and of the requested date, rest with the Superintendent of Schools.

**ARTICLE XXII  
EXCHANGE TEACHER PROGRAM**

- A. Any teacher meeting the requirements of the International Teacher Exchange Program may apply for participation in that program, provided that not more than two (2) teachers may be absent while participating in the program at any one time.
- B. While final selection of participants is made by the governing authority of the Exchange Program, applications first will be screened locally by a joint committee consisting of members of the Board of Education, Watertown Education Association, and the Superintendent of Schools.
- C. Any teacher selected for the program will be expected to return and remain as a teacher in the School District for at least two (2) years following the conclusion of the exchange, and to actively share his/her experience with other teachers.
- D. All tenure, salary, and retirement rights in the District will be retained by the participant, and upon return he/she will assume the same teaching position or one comparable to that previously held.

**ARTICLE XXIII  
FAIR DISCIPLINE**

No member of the bargaining unit shall be dismissed, disciplined, reduced in rank or compensation, or have an unsatisfactory evaluation be placed in his/her file without just cause. Just Cause shall include, but not be limited to, the following:

- a. persistent tardiness;
- b. serious or continued failure to complete required reports on time;
- c. serious or continued failure to meet acceptable standards of teaching performance in the classroom as established by the District;
- d. inability to control student behavior;
- e. inadequate command of subject matter;
- f. repeated poor language usage in the classroom;
- g. serious or repeated failure to comply with administrative directives;
- h. use of alcohol or illegal drugs while on the job;
- i. immorality;
- j. dishonesty;
- k. serious or continued failure to accept assigned duties;
- l. unwarranted abusive criticism of fellow employees in the media, PTO meetings, or other public forums;
- m. serious or repeated misuse of sick leave or other leave.

**ARTICLE XXIV  
PERSONNEL FILES**

- A. The official District teacher personnel file shall be maintained in the Central Office.
- B. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in the file unless the teacher has had an opportunity to examine the material. The teacher shall be considered to have an opportunity to examine the material when notified in person, by telephone, or by mail:
  1. that such an action is contemplated;
  2. that the material is available for inspection in the Office of the Superintendent of Schools; and
  3. a period of three working days has elapsed from the notification of the employee exclusive of the day of notification.
- C. Whenever reasonably possible, teachers shall be informed in person of unfavorable material to be placed in their file. If a teacher is unavailable for such notification for more than seventy-two (72) hours, the District may notify the teacher by mail through the United States Postal Service, certified mail, deliverable to addressee only, return receipt requested. Such mailing will be a conclusive presumption of receipt by the employee on the delivery date shown on the receipt.
- D. A teacher shall acknowledge that he/she has read the material available in the Office of the Superintendent of Schools by affixing his/her signature on the actual copy to be filed. Such signature merely signifies that the teacher has read the material to be filed, and does not necessarily indicate agreement with its contents.
- E. An incident which has not been reduced to writing, within three (3) months of its discovery or its occurrence, whichever is the later, exclusive of the summer vacation period, may not be added to the file.

- F. The teacher shall have the right to answer any material filed and that his/her answer shall be attached to the file copy. The teacher shall have three (3) months from the date of his/her initial examination of the contested material to answer such material.
- G. Upon request, teachers in the presence of the custodian thereof, shall be permitted to examine their files. Teachers may receive copies of any material in their files upon payment of a reasonable fee.
- H. A teacher shall not be entitled to see or copy pre-employment recommendations or pre-employment evaluations.
- I. Inaccurate or misleading material will be removed from the file if a teacher's claim that it is inaccurate or misleading is sustained.
- J. Only material filed prior to recommendation for disciplinary action or dismissal shall be considered in determining whether a teacher shall be disciplined or dismissed.
- K. No material in a teacher's file will be released to other than District personnel in the course of their duties without the teacher's permission. This is not intended to limit candid references requested of the District, the release of public records, or information which is the subject of litigation or administrative procedures.

**ARTICLE XXV**

**A. INJURY PROTECTION**

Unit members who are unable to work as a result of an injury incurred while the unit member is in the responsible performance of his/her duty shall not be charged sick leave and shall receive full pay for such period of disability up to a maximum of 75 days. At the end of 75 days, if the teacher is still out and in all other on-the-job injury care, the following will apply:

In the event of any injury incurred in the course of employment, the unit member will be reimbursed to the extent of his available sick leave. Any Workers' Compensation payments for which the unit member qualifies while on sick leave shall be paid to the District. The dollar value will be converted to the equivalent number of work days, based upon the unit member's salary and at the termination of the absence, this number of days will be credited to the unit member's sick leave for the future. The parties agree that where a unit member is finally adjudged guilty of criminal charges or has judgment entered against him/her in a civil case related to the incident, the Board has no further responsibility for pay or loss of accumulated leave.

**B. DAMAGE LOSS**

The employer shall reimburse any member of the bargaining unit for loss to the member on school grounds of the member's wearing apparel and personal appurtenances providing the member was engaged in the course of his/her employment and provided further such loss or damage was not caused by negligence of the member.

Moreover, the employer is not obligated to reimburse any member for frivolous claims such as stocking runs, snagged knits, etc.

The employer shall in no event be obligated to reimburse any member of cash loss in excess of \$25.00\*.

\*Should reimbursements resulting from cash loss claims exceed \$100.00 in any 12 month period, then, effective at that time, the District's obligation on all future claims shall be limited to \$15.00 for each loss. Subsequent to that time, should reimbursements resulting from cash loss claim exceed \$100.00 in any 12 month period, then effective at that time, the District obligation on all future claims shall be limited to \$5.00 for cash loss.

**ARTICLE XXVI  
INTERVIEWING APPLICANTS**

When the Superintendent or her/his designee has scheduled interviews with a teacher candidate, he/she shall notify teachers in the affected grade level or subject field in his/her school of the date and times of interviews and invite their attendance. The Superintendent or her/his designee shall attempt to schedule interviews at times when teachers are available. The method of selecting the teachers shall be left to the discretion of the Superintendent.

**ARTICLE XXVII  
CONTINUING POLICIES**

Written policies in existence prior to July 1, 1988, that pertain to negotiated terms and conditions of employment for members of this bargaining unit, which do not appear in this contract, shall be incorporated as part of this contract.

Such policies will be identified with the statement that if it was negotiated and "can be changed only by mutual agreement, W.E.A. and Board of Education," to be included in the contract.

**ARTICLE XXVIII  
RETIREMENT**

**A. RETIREMENT INCREMENT**

At the time of an individual's retirement under the provisions of the appropriate New York State Retirement System, the District will pay as outlined below for each unused sick day, up to two hundred (200) days.

<u>ACCUMULATED DAYS</u>	<u>RATE/DAY</u>
0 - 100	\$ 15.00
101 - 150	\$ 30.00
151 - 200	\$ 60.00

Maximum benefit for professional educators and school nurses - \$6,000.00

Retiring employees who receive payment for unused sick leave will have the amount of the payment deposited in a 403b account.

**B. RETIREMENT INCENTIVE**

In a unit member's first year of retirement eligibility without penalty or earlier, the District will make a non-elective employer contribution in the amount shown on the chart below to a 403(b) program able to accept such amounts, subject to the contribution limits as outlined in the Internal Revenue Code. Such payment will be made on the effective date of retirement.

Years of Service in District	Retirement Incentive
0-14 years	\$0.00
15+ years	\$150 multiplied by years of service

A written notice of intent to retire must be provided to the District five (5) months prior to the effective date of retirement. Disability retirements shall not be subject to the restrictions above.

Any unit member whose first year of retirement eligibility without penalty has already occurred, shall have one chance to receive the retirement incentive at the end of the 2016 – 2017 school year, if they provide the District five (5) months notice of their intent to retire.

**ARTICLE XXIX  
SUMMER WORK ASSIGNMENTS**

1. All employees who are asked to return to work during the summer vacation period (to perform duties which are a natural extension of their normal duties) will be paid on a pro-rata basis of their salaries for the duties performed. Summer worktime for nurses will be approved at the discretion of the Superintendent of Schools or their designee.
2. School Counselors will serve on a ten-month basis. Summer work for the school counselor will be scheduled for up to fifteen (15) days for each school counselor. The lead school counselor will be scheduled for up to twenty (20) summer work days. A schedule of summer days to be worked must be submitted to the Superintendent of Schools for final approval at least seven (7) business days in advance of the proposed dates with the understanding that summer work days will be scheduled so that at least 1 counselor is available and on duty in the high school for at least 2 days per week in July.

3. School counselors will be paid 1/200<sup>th</sup> of their base salary for each day worked between the last day of school and June 30.
4. Summer work will be paid as the time is worked with a minimum of 3 hours and 36 minutes being paid as a ½ day and the contractual day of 7 hours 12 minutes being paid as a full day.

**ARTICLE XXX  
DENTAL INSURANCE**

The District will contribute to a Dental Plan elected by the Association subject to the approval of the District as outlined below:

Individual Coverage	\$ 50.00
Family Coverage	\$100.00

The Association and District representatives shall review alternative dental plan for possible implementation prior to expiration of agreement. Any premium increase over the amount set in the contract shall be shared 50/50 provided however the District's total contribution shall not exceed \$100 for individual and \$200 for family coverage. Any recommendation to change plans shall require the approval of the Board.

**ARTICLE XXXI  
MILEAGE COMPENSATION**

Where an employee uses his/her personal automobile for approved school business, the District shall reimburse for mileage at the I.R.S. approved rate.

**ARTICLE XXXII**

Copies of the contract will be furnished to all unit members. Cost will be paid by the Board of Education.

**ARTICLE XXXIII  
LENGTH OF TEACHER WORK DAY**

The length of the work day for all members of the bargaining unit shall not exceed 7 hours and 12 minutes.

**ARTICLE XXXIV  
SCHOOL CALENDAR**

One month prior to the Board approving a final school calendar, the Superintendent will request input on a proposed school calendar from the W.E.A. The W.E.A. will respond within ten (10) school days.

Effective July 1, 2003, the District agrees that the school calendar will not exceed 186 calendar days. For the purposes of this formula only, the parties are including in the 186 school calendar days a potential of 6 emergency snow days, and a minimum work year of 180 days.

If by April 1<sup>st</sup>, three (3) or more unused snow/emergency days remain, bargaining unit members will not be required to report for work on one day to be determined by the Superintendent after discussion with the WEA President. If by May 1<sup>st</sup>, three (3) or more snow/emergency days remain, Memorial Day weekend will be extended by two (2) additional days. If by May 1<sup>st</sup>, two (2) snow/emergency days remain, Memorial Day weekend will be extended by one (1) additional day.

The District shall utilize Superintendent's conference day(s) to ensure that all K-8 teachers have professional development time at the end of the school year. Rating day and a minimum of one day prior to rating day, full or half days, will be used for staff development activities as allowed by law provided that the District is able to meet the hourly mandate for each building included.

The work year for Watertown Education Association members shall not begin before September 1, unless otherwise agreed to by the Association President and Superintendent, and shall end no later than June 30 of any given year. In any years where there is an agreement to start prior to September 1, the days will only be used for professional development.



**ARTICLE XXXV  
ELECTRONIC RECORDING**

In the event it becomes necessary for the Watertown City School District to question and to electronically record a unit member during an investigation, the school district will provide the unit member and the WEA President at least 24 hour prior notice.

In the event that the District begins an investigative interview of a member and the District is relying upon video evidence taken from a student device, the following will apply:

- 1) The member will be provided a copy of the video evidence.
- 2) The District will authenticate the video to any extent possible to assure it accurately represents the event.

**ARTICLE XXXVI  
DRESS CODE**

- a. When a bargaining unit member is providing direct instruction, he/she is expected to dress in a manner that inspires respect and serves as a role model for students. It is recognized that attire must be appropriate for the teacher's assignment, the needs of the student and the physical needs of the bargaining unit member. Prohibited dress shall be as follows:
  - No shorts (capris and skorts are not considered shorts);
  - No mini-skirts;
  - No yoga pants/athletic pants;
  - No blue jeans unless for Friday fundraiser;
  - No shirts that expose the back or midriff;
  - No halter tops;
  - No shower shoes or athletic/beach flip flops;
  - No T-Shirts unless for Friday fundraiser.
- b. This provision may be adjusted at the discretion of the superintendent during the June testing time period. It is also understood that some flexibility will be allowed in extreme temperature conditions during the month of June.

**ARTICLE XXXVII  
SAVING CLAUSE**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be contrary to law, then such provision or application shall be deemed not valid and subsisting, except to the extent permitted by law but all other provisions or applications will continue in full force and effect.

IN WITNESS WHEREOF, this Agreement has been executed in quadruplicate this 29 day of June, 2023.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT, REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE DAY THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

**WATERTOWN CITY SCHOOL DISTRICT**

By: \_\_\_\_\_  
Superintendent of Schools

**WATERTOWN EDUCATION ASSOCIATION**

By: \_\_\_\_\_  
President

## 2023-2024

	C	D	E	F	G	H	I	J
Step/Col	(BA)	(BA+15)	(BA+30)	(MA)	(M+15)	(M+30)	(M+45)	(M+60)
1	52204	53191	54178	55165	56152	57139	58126	59113
2	52371	53358	54345	55332	56319	57306	58293	59280
3	52523	53510	54497	55484	56471	57458	58445	59432
4	52889	53876	54863	55850	56837	57824	58811	59798
5	53925	54912	55899	56886	57873	58860	59847	60834
6	54562	55549	56536	57523	58510	59497	60484	61471
7	55628	56615	57602	58589	59576	60563	61550	62537
8	57114	58101	59088	60075	61062	62049	63036	64023
9	58600	59587	60574	61561	62548	63535	64522	65509
10	60358	61345	62332	63319	64306	65293	66280	67267
11	61456	62443	63430	64417	65404	66391	67378	68365
12	62932	63919	64906	65893	66880	67867	68854	69841
13	64678	65665	66652	67639	68626	69613	70600	71587
14	66157	67144	68131	69118	70105	71092	72079	73066
15	67632	68619	69606	70593	71580	72567	73554	74541
16	68898	69885	70872	71859	72846	73833	74820	75807
17	69801	70788	71775	72762	73749	74736	75723	76710
18	71031	72018	73005	73992	74979	75966	76953	77940
19	72507	73494	74481	75468	76455	77442	78429	79416
20	73950	74937	75924	76911	77898	78885	79872	80859
21	75230	76217	77204	78191	79178	80165	81152	82139
22	76904	77891	78878	79865	80852	81839	82826	83813
23	77996	78983	79970	80957	81944	82931	83918	84905
24	79089	80076	81063	82050	83037	84024	85011	85998
25	80403	81390	82377	83364	84351	85338	86325	87312
26	80978	81965	82952	83939	84926	85913	86900	87887
27	82063	83050	84037	85024	86011	86998	87985	88972
28	83387	84374	85361	86348	87335	88322	89309	90296
29	84835	85822	86809	87796	88783	89770	90757	91744
30	86847	87834	88821	89808	90795	91782	92769	93756

## 2024-2025

	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>Step/Col</b>	(BA)	(BA+15)	(BA+30)	(MA)	(M+15)	(M+30)	(M+45)	(M+60)
1	53789	54776	55763	56750	57737	58724	59711	60698
2	53961	54948	55935	56922	57909	58896	59883	60870
3	54118	55105	56092	57079	58066	59053	60040	61027
4	54495	55482	56469	57456	58443	59430	60417	61404
5	55562	56549	57536	58523	59510	60497	61484	62471
6	56218	57205	58192	59179	60166	61153	62140	63127
7	57317	58304	59291	60278	61265	62252	63239	64226
8	58848	59835	60822	61809	62796	63783	64770	65757
9	60379	61366	62353	63340	64327	65314	66301	67288
10	62191	63178	64165	65152	66139	67126	68113	69100
11	63322	64309	65296	66283	67270	68257	69244	70231
12	64843	65830	66817	67804	68791	69778	70765	71752
13	66642	67629	68616	69603	70590	71577	72564	73551
14	68165	69152	70139	71126	72113	73100	74087	75074
15	69686	70673	71660	72647	73634	74621	75608	76595
16	70990	71977	72964	73951	74938	75925	76912	77899
17	71921	72908	73895	74882	75869	76856	77843	78830
18	73188	74175	75162	76149	77136	78123	79110	80097
19	74708	75695	76682	77669	78656	79643	80630	81617
20	76195	77182	78169	79156	80143	81130	82117	83104
21	77514	78501	79488	80475	81462	82449	83436	84423
22	79239	80226	81213	82200	83187	84174	85161	86148
23	80365	81352	82339	83326	84313	85300	86287	87274
24	81490	82477	83464	84451	85438	86425	87412	88399
25	82844	83831	84818	85805	86792	87779	88766	89753
26	83437	84424	85411	86398	87385	88372	89359	90346
27	84555	85542	86529	87516	88503	89490	90477	91464
28	85919	86906	87893	88880	89867	90854	91841	92828
29	87410	88397	89384	90371	91358	92345	93332	94319
30	89484	90471	91458	92445	93432	94419	95406	96393

**2025-2026**

	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>Step/Col</b>	(BA)	(BA+15)	(BA+30)	(MA)	(M+15)	(M+30)	(M+45)	(M+60)
1	54995	55982	56969	57956	58943	59930	60917	61904
2	55170	56157	57144	58131	59118	60105	61092	62079
3	55331	56318	57305	58292	59279	60266	61253	62240
4	55716	56703	57690	58677	59664	60651	61638	62625
5	56807	57794	58781	59768	60755	61742	62729	63716
6	57479	58466	59453	60440	61427	62414	63401	64388
7	58602	59589	60576	61563	62550	63537	64524	65511
8	60167	61154	62141	63128	64115	65102	66089	67076
9	61733	62720	63707	64694	65681	66668	67655	68642
10	63585	64572	65559	66546	67533	68520	69507	70494
11	64741	65728	66715	67702	68689	69676	70663	71650
12	66297	67284	68271	69258	70245	71232	72219	73206
13	68136	69123	70110	71097	72084	73071	74058	75045
14	69693	70680	71667	72654	73641	74628	75615	76602
15	71248	72235	73222	74209	75196	76183	77170	78157
16	72581	73568	74555	75542	76529	77516	78503	79490
17	73533	74520	75507	76494	77481	78468	79455	80442
18	74829	75816	76803	77790	78777	79764	80751	81738
19	76383	77370	78357	79344	80331	81318	82305	83292
20	77903	78890	79877	80864	81851	82838	83825	84812
21	79252	80239	81226	82213	83200	84187	85174	86161
22	81015	82002	82989	83976	84963	85950	86937	87924
23	82166	83153	84140	85127	86114	87101	88088	89075
24	83317	84304	85291	86278	87265	88252	89239	90226
25	84702	85689	86676	87663	88650	89637	90624	91611
26	85307	86294	87281	88268	89255	90242	91229	92216
27	86451	87438	88425	89412	90399	91386	92373	93360
28	87845	88832	89819	90806	91793	92780	93767	94754
29	89370	90357	91344	92331	93318	94305	95292	96279
30	91490	92477	93464	94451	95438	96425	97412	98399

## 2026-2027

	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>Step/Col</b>	(BA)	(BA+15)	(BA+30)	(MA)	(M+15)	(M+30)	(M+45)	(M+60)
1	56061	57048	58035	59022	60009	60996	61983	62970
2	56239	57226	58213	59200	60187	61174	62161	63148
3	56404	57391	58378	59365	60352	61339	62326	63313
4	56796	57783	58770	59757	60744	61731	62718	63705
5	57908	58895	59882	60869	61856	62843	63830	64817
6	58592	59579	60566	61553	62540	63527	64514	65501
7	59738	60725	61712	62699	63686	64673	65660	66647
8	61333	62320	63307	64294	65281	66268	67255	68242
9	62929	63916	64903	65890	66877	67864	68851	69838
10	64817	65804	66791	67778	68765	69752	70739	71726
11	65996	66983	67970	68957	69944	70931	71918	72905
12	67581	68568	69555	70542	71529	72516	73503	74490
13	69456	70443	71430	72417	73404	74391	75378	76365
14	71044	72031	73018	74005	74992	75979	76966	77953
15	72628	73615	74602	75589	76576	77563	78550	79537
16	73988	74975	75962	76949	77936	78923	79910	80897
17	74958	75945	76932	77919	78906	79893	80880	81867
18	76278	77265	78252	79239	80226	81213	82200	83187
19	77863	78850	79837	80824	81811	82798	83785	84772
20	79413	80400	81387	82374	83361	84348	85335	86322
21	80788	81775	82762	83749	84736	85723	86710	87697
22	82585	83572	84559	85546	86533	87520	88507	89494
23	83758	84745	85732	86719	87706	88693	89680	90667
24	84931	85918	86905	87892	88879	89866	90853	91840
25	86343	87330	88317	89304	90291	91278	92265	93252
26	86960	87947	88934	89921	90908	91895	92882	93869
27	88126	89113	90100	91087	92074	93061	94048	95035
28	89547	90534	91521	92508	93495	94482	95469	96456
29	91102	92089	93076	94063	95050	96037	97024	98011
30	93263	94250	95237	96224	97211	98198	99185	100172

**EXHIBIT B**

**Academic Responsibilities**

All differentials for Lead Teachers and Instructional Coaches will be increased by 2.0% each year.

Lead teachers and instructional coaches will be compensated according to the following rates beginning in 2023-2024:

<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
\$2,527.13	\$2,577.67	\$2,629.23	\$2,681.81

Senior High Band Director, School Counselors, and School Psychologists shall be granted a stipend for their work as outlined below:

**Years of Experience**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4-5</b>	<b>6+</b>
<b>Senior High Band Director</b>	\$600	\$700	\$800	\$900	\$1,000
<b>School Counselor</b>	\$1,100	\$1,300	\$1,500	\$1,700	\$2,100
<b>Psychologist</b>	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300

**RESPONSIBILITIES OUTSIDE THE SCHOOL DAY**

Unit members shall be compensated for assigned responsibilities outside the workday in accordance with the following chart. Administration will endeavor to fill the responsibilities on a volunteer basis.

All rates will increase by 2.0% each year. Any rates for future responsibilities outside of the school day will be mutually agreed-upon by the WEA and the District.

**Conference Stipends**

At times, WEA members will have opportunities to attend professional learning conferences outside of the Watertown area. All WEA members attending a conference outside of the district (at District's request) will be eligible for either a stipend or for registration and travel costs to be reimbursed by the district. No WEA member will receive both a reimbursement and a stipend for attending a conference.

	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>Open House (K-6)</b>	A single, 1-hour event per school year - anything in excess, \$23.95 per hour	A single, 1-hour event per school year - anything in excess, \$24.43 per hour	A single, 1-hour event per school year - anything in excess, \$24.92 per hour	A single, 1-hour event per school year - anything in excess, \$25.42 per hour
<b>Open House (7-12)</b>	A single, 2-hour event per school year - anything in excess, \$23.95 per hour	A single, 2-hour event per school year - anything in excess, \$24.43 per hour	A single, 2-hour event per school year - anything in excess, \$24.92 per hour	A single, 2-hour event per school year - anything in excess, \$25.42 per hour
<b>Awards Nights</b>	\$44.80 per event	\$45.69 per event	\$46.61 per event	\$47.54 per event
<b>Family Fun Nights</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour
<b>Plays</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour
<b>Concerts/Musicals</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour
<b>Dances</b>	\$71.84 per event	\$73.26 per event	\$74.74 per event	\$76.24 per event
<b>Field Trips Beyond School Hours</b>	\$23.95 per hour (max 4 hours/day)	\$24.43 per hour (max 4 hours/day)	\$24.92 per hour (max 4 hours/day)	\$25.42 per hour (max 4 hours/day)
<b>Other Chaperoning</b>	\$23.95 per hour (max 4 hours/day)	\$24.43 per hour (max 4 hours/day)	\$24.92 per hour (max 4 hours/day)	\$25.42 per hour (max 4 hours/day)
<b>Summer/ Night Student Orientations</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour
<b>Workshop/ Professional Learning</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour
<b>Curriculum Development*</b>	\$41.90 per hour	\$42.74 per hour	\$43.59 per hour	\$44.47 per hour
<b>Rating/Grading</b>	\$41.90 per hour	\$42.74 per hour	\$43.59 per hour	\$44.47 per hour
<b>Mentoring</b>	\$35.12 per hour (max 10 hours/ semester)	\$35.82 per hour (max 10 hours/ semester)	\$36.54 per hour (max 10 hours/ semester)	\$37.27 per hour (max 10 hours/ semester)
<b>Extended Time Exam Proctoring</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour
<b>Weight Room Supervision</b>	\$23.95 per hour	\$24.43 per hour	\$24.92 per hour	\$25.42 per hour

TASC, Detention, and Credit Recovery will continue at the hourly rate with an annual increase of 2.25%.

	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>TASC</b>	\$31.20 per hour	\$31.90 per hour	\$32.62 per hour	\$33.35 per hour
<b>Detention</b>	\$24.96 per hour	\$25.52 per hour	\$26.10 per hour	\$26.68 per hour
<b>Credit Recovery</b>	\$24.96 per hour	\$25.52 per hour	\$26.10 per hour	\$26.68 per hour



**DIFFERENTIALS**

**Extra-Curricular Clubs/Activities**

1. Tier level is based on activity and requirements of the particular club or organization.
  - a. Tier 1 - hours and meetings outside of the school day equate to more than 50 hours in a school year
  - b. Tier 2 - hours and meetings outside of the school day equate to more than 25 hours but fewer than 50 hours in a school year
  - c. Tier 3 - hours and meetings outside of the school day equate to more than 10 hours but fewer than 25 hours in a school year

Hours will be determined by meetings and events as established in extra-curricular club activity files (schedule of meetings, student sign-in sheets, flyers/narratives of events). If clubs do not have at least 10 hours of activities accounted for, no stipend will be provided.

Multiple advisors will share designated stipend equally unless otherwise indicated.

2. All differentials will increase each year by 2.25%. All amounts in the schedule will be increased by the calculated amounts.
3. Only Watertown Education Association members will be eligible for stipends.
4. Clubs must be approved by the Board of Education before advisors will be eligible for an annual stipend.

<b>Tier</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>1</b>	\$1,881.57	\$1,923.91	\$1,967.20	\$2,011.46
<b>2</b>	\$1,128.66	\$1,154.05	\$1,180.02	\$1,206.57
<b>3</b>	\$564.47	\$577.17	\$590.16	\$603.45

**Clubs/Organizations Active as of May 2019:**

Director of WHS Fall Musical Production*(per director)	Sophomore Class
Director of WHS Spring Musical Production*(per director)	Freshman Class
Director of Case Musical Production*(per director)	Student Council
Senior Class	Interact
FFA – School Year	National Honor Society
FFA – Summer	International Club
Yearbook Advisor	Junior National Honor Society
SADD	Photography Club
Student Council	Gender-Sexuality Alliance
Drama Club	7th Grade Constitution
Yearbook Advisor	8th Grade Constitution
Junior Class	Diversity/Multicultural Club

**Odyssey of the Mind and Robotics Club:**

The teacher-coach who has a winning team that goes to the state level of competition shall receive \$150. The teacher-coach who has a winning team at the state level that goes to the national level shall receive an additional \$100.

**DIFFERENTIALS**

**Watertown Coaching**

- 1) All coaching and extra-curricular assignments shall be voluntary and shall be made annually at the sole discretion of the Board of Education. Employees who accept such appointments and are appointed by the Board, are expected to fulfill all the obligations for that assignment.
- 2) Coaches will be requested to make a commitment by June 1 of any given year.
- 3) To fill positions, which cannot be best filled by District staff, the district may as necessary negotiate individually with non-district personnel to fill those positions.
- 4) The post season per diem rate will start the day following that particular sport's sectional seeding meeting. The post season per diem rate is \$85 per day.
- 5) All coaching differentials/salaries will be increased by 50% of the agreed upon salary percentage increase for the contract year. For example: if the agreed upon salary increase is 4%, all coaching differentials/salaries will be increased by 2.0%. Differentials/salaries will be increased for each year of the contract.
- 6) A coach with previous coaching experience in a different sport may be given credit for a maximum of two years.
- 7) A coach with previous coaching experience in the same or closely related sport may be given credit for a maximum of three years.
- 8) A coach with previous experience in the same sport and same position may be given complete credit for previous years coached.

**Longevity:**

A one-time additional stipend will be paid by the end of the school calendar year for years: 5, 10, 15, 20, 25, and 30 in that sport.

The first longevity payment will be given to coaches at year 5 and above. The longevity schedule will then begin at each 5-year interval moving forward.

<b>Varsity Head</b>	<b>\$500</b>
<b>Varsity Assistant</b>	<b>\$400</b>
<b>JV Head</b>	<b>\$300</b>
<b>JV Assistant</b>	<b>\$200</b>
<b>Mod Head</b>	<b>\$150</b>
<b>Mod Assistant</b>	<b>\$100</b>

**Multiple seasons:**

A one-time additional stipend will be paid, by the end of the school calendar year for any coach that coaches more than 1 sport during a school year.

<b>2 seasons</b>	<b>\$100</b>
<b>3 seasons</b>	<b>\$200</b>
<b>4 seasons</b>	<b>\$300</b>



Varsity	4697.75	4803.45	4893.52	4979.15	5102.72	5217.53	5315.36	5408.38	5865.38	5997.35	6109.80	6216.72	6149.55	6287.92	6405.50	6517.60
Modified Head	2135.44	2183.49	2224.43	2263.36	2319.13	2371.31	2415.77	2458.05	2665.64	2725.62	2776.59	2825.18	2794.93	2857.81	2911.40	2962.35

TIER III	Step 1 (1-2 years)				Step 2 (3-5 years)				Step 3 (6-10 years)				Step 4 (11+ years)			
	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27
<b>Tennis</b>	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27
Varsity	2348.36	2401.20	2446.22	2489.03	2713.65	2774.71	2826.60	2876.06	2932.84	2998.83	3055.06	3108.52	3074.63	3143.81	3202.76	3258.81
<b>Golf</b>	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27
Varsity	2348.36	2401.20	2446.22	2489.03	2713.65	2774.71	2826.60	2876.06	2932.84	2998.83	3055.06	3108.52	3074.63	3143.81	3202.76	3258.81
<b>Cheerleading</b>	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27	23-24	24-25	25-26	26-27
Varsity Head	2348.36	2401.20	2446.22	2489.03	2713.65	2774.71	2826.60	2876.06	2932.84	2998.83	3055.06	3108.52	3074.63	3143.81	3202.76	3258.81

**NURSES' SCHEDULE**

<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>1</b>	42538	43814	44796	45330
<b>2</b>	42718	44000	44985	45522
<b>3</b>	43198	44494	45491	46034
<b>4</b>	43424	44726	45728	46274
<b>5</b>	43962	45281	46296	46848
<b>6</b>	44699	46040	47071	47633
<b>7</b>	45436	46799	47848	48419
<b>8</b>	46174	47559	48624	49204
<b>9</b>	46910	48318	49400	49989
<b>10</b>	47647	49076	50175	50774
<b>11</b>	48384	49836	50952	51560
<b>12</b>	49121	50594	51728	52345
<b>13</b>	49815	51309	52459	53085
<b>14</b>	50510	52025	53191	53825
<b>15</b>	51204	52741	53922	54565
<b>16</b>	51900	53457	54654	55306
<b>17</b>	52594	54172	55385	56046
<b>18</b>	53289	54888	56117	56787
<b>19</b>	53983	55603	56848	57527
<b>20</b>	54678	56318	57579	58266
<b>21</b>	55373	57034	58312	59007
<b>22</b>	56066	57748	59042	59746
<b>23</b>	56761	58464	59774	60487
<b>24</b>	57455	59179	60505	61227
<b>25</b>	62027	63887	65318	66098